



St John in Cornwall

FIRE SAFETY POLICY

Within the Policy the term 'Users' is intended to imply: The Committee; workmen, tradesmen and officials who have legitimate business to discharge at the St. John Village Hall

Within the Policy the term 'Hirers' is intended to imply those Applicants who hire St. John Village Hall in order to conduct their own activity and the members of the public who attend that activity.

1. St. John Village Hall is run and maintained by a Board of Trustees, for the benefit of the residents of St. John parish and its environs.
2. The Trustees are committed to operating and maintaining St. John Village Hall in accordance with The Regulatory Reform (Fire Safety) Order 2005.
3. The Trustees will do all that it can to:
 - Minimize Fire Risk.
 - Identify and assess risks.
 - Provide suitable fire safety equipment.
 - Provide Fire Instructions.
4. The Trustees cannot be fully responsible for all the Fire Safety aspects of activities that are not under its control. While the Trustees recognises its overall responsibility under the law it makes a distinction between Users and Hirers of the Hall. It must therefore alert Hirers of the Hall to recognise their own responsibilities regarding the Fire Safety aspects of their own activities while using the Hall.
5. The Trustees will:
 - Do all that it can to engender Fire Safety within both the letter and spirit of the law.
 - Do all that it can to maintain a safe environment at the Premises that is St. John Village Hall.
 - Establish, maintain and keep under review a Fire Risk Assessment for the Premises.
 - Maintain fire appliances and instructions in accordance with the Fire Risk Assessment.
 - Prominently display a copy of this Policy.
 - Keep this Policy under regular review.
 - Alert all Users to the Fire Risk Assessment and Fire Instructions encourage Users to read them and encourage Users to adhere to both the letter and spirit of them.
 - Make it a requirement of the Hire Agreement that Hirers do read and conform to the Fire Risk Assessment and Instructions.
 - Make it a requirement that appropriate fire instructions, and especially the exit routes, are briefed to members of the public using the Hall at the beginning of any activity by the Hirer.
 - Maintain Public Liability Insurance for the premises and its own Committee-sponsored activities.

- Maintain a First Aid Kit.
- Maintain an Accident Book.

6. The Trustees considers that it is still the duty of all Users and Hirers of St. John Village Hall to:

- Remain vigilant and 'risk aware'.
- To be familiar with this Policy, its supporting Risk Assessment and Fire Instructions and to conform to their requirements
- Make others aware of risks and the means to mitigate such risks as appropriate for the activity being undertaken.
- Report and record accidents in the accident book provided with the First Aid Kit.
- Alert a Trustee to any newly apparent risks.
- Assist the Trustees with constructive suggestions as to how the Fire Safety management of St. John Village Hall might be improved.

7. It is the specific responsibility of the Trustees to:

- Ensure Fire Exits are kept clear.
- Ensure a monthly check is conducted for full functionality of internal and external normal lighting, replacing bulbs as required and reporting any required maintenance needs to the Chairman or designated Committee Member responsible for maintenance.
- Arrange for a yearly contracted check of the smoke alarms combined with a full Fire alarm check.
- Arrange for a yearly contracted check of all Fire extinguishers.
- Keep all areas clean and clear from the build-up of dirt, dust and fluff etc.
- Keep the Plant Room free from stored material (except inert material).
- Ensure that flammable materials such as paint are not stored on the premises.
- Ensure that quantities of flammable cleaning materials and the like are kept to minimum and stored appropriately
- Conform to the intent of the Fire Safety Risk Assessment in all respects

8. After each Hire period, check that:

- Internal bins have been emptied after hires.
- Lights are turned off and appliances unplugged as appropriate.
- Stored material is stored in accordance with plan.
- All areas are tidy.

9. The Village Hall Infrastructure Group will nominate a person to check the emergency lighting at regular intervals.

10. The Fire Alarm System and all allied equipment are subject to a Maintenance Contract with Name Ltd and are checked twice a year.

11. FIRE SAFETY RISK ASSESSMENT

Date: September 2017 (To be reviewed annually)

TABLE 1 – PEOPLE AT RISK

Group	Risk	Remarks
Committee	Low	Familiar with premises, hazards, equipment and escape routes
Hirers		The Hire Agreement requires hirers to become familiar with the Fire Instructions
Healthy Adult		Provided they have been given an appropriate brief at the beginning of the activity
Healthy Children		Provided they have been given an appropriate brief at the beginning of the activity and remain under adult supervision
Infants		Provided that parent has been given an appropriate brief at the beginning of the activity retains supervision
Neighbours		Although unaware of Fire Instructions they are unlikely to be affected
Passers By		Although unaware of Fire Instructions they are unlikely to be affected
Disabled	Medium	Through the 2 primary escape routes, they may need time and assistance from able bodied
Elderly and infirm		Through the 2 primary escape routes, they may need time and assistance from able bodied
Alcohol impaired	High	Where the hire agreement allows the consumption of alcohol, hirers are to nominate and maintain representatives who remain sober to organise and assist the impaired if required in an emergency

TABLE 2 - ESCAPE ROUTES

Route	Route	Comments	Suitability
1	From Main Hall Through Entrance Doors to Roadside. and facing the road, turn right to assemble in the lay-by outside Lake View Flats	Doors open outwards.	• Suitable for all from Main Hall.
2	From Snooker Room Through Entry Door to Snooker Room and facing the road, turn right to assemble in the lay-by outside Lake View Flats	Doors open outwards.	• Suitable for all from the Snooker Room.
3	From Kitchen Through Back Door of the Kitchen or Through Main Entrance Doors to Roadside Around the hall and facing the road, turn right to assemble in the lay-by outside Lake View Flats	Back Door of Kitchen opens inwards. Inward opening door into Entrance Hall	• Suitable for all from Kitchen area.
4	From Toilets and Rear Lobby Through Entrance Doors to Roadside. and facing the road, turn right to assemble in the lay-by outside Lake View Flats	Inward opening door into Main Hall	• Suitable for all from Toilets.

TABLE 3 - FIRE ROUTINE

In the event of fire in the Village Hall the Committee or Hirer should immediately take the following actions.

1. Raise the Alarm by shouting 'Fire, Fire'
2. Commence the evacuation of all persons through the most convenient exits.
3. Alert the Fire Brigade (Hall Post Code: PL11 3AW)
4. Take measures to contain the fire using Hall extinguishers, if it is deemed safe to do so. (Personal safety must remain paramount at all times)
5. A reliable person should be ready to brief the Fire Service upon their arrival.
6. All persons evacuated should be accounted for as soon as possible and must remain in the "Muster Area" until they are told that they can leave. A report is to be made to the Fire Service as soon as is convenient.
7. Should the fire get out of control ALL persons should leave the Hall immediately.
8. A plan of the Village Hall and location of fire extinguishers' and exits is displayed by the Main Entrance (Hirers and Stewards must acquaint themselves with this plan on entering the Hall.